



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: Assistant Site Security Manager (ASSM)

Position Number: HV357

Position Grade: GS-15

Salary Range: \$148,484 – \$176,300 (not applicable for detailees)

Vacancy Open Period: 02/15/2022 – 03/08/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: NCSC/CSE

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade may apply.

For a cadre assignment:

- Current ODNI permanent cadre.

For a detailee assignment:

- Current Federal Government employees. (Current GS employees at the same grade may apply.)



Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual.
- A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission:

The mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

Major Duties and Responsibilities:

CSE is seeking a security specialist to lead the Hanoi Embassy on-site efforts. The selectee shall perform security administration work which does not fall under "Personnel Security Specialist". This would include positions performing work in two or more functional security areas other than in industrial security.

Lead the planning, implementation, and coordination of project management activities for multiple United States (US) diplomatic facilities construction projects abroad, ensuring that technical, physical, procedural, and transit security elements are addressed.

Provide expert input regarding site selection, lead the review of cost estimates to ensure that project and security costs are accurately covered, and perform expert evaluations of building codes as required if they conflict with proposed countermeasures; lead the identification, evaluation, and discussion of risks and potential project implications and advise management of trends and developments that affect project strategies and scope.

Lead the planning, management, and preparation of strategic and tactical security planning efforts and develop a broad range of security-related support documents in the areas of building construction including security standards, transportation issues, architectural issues, and unique security countermeasures and counterintelligence.

Buildings Operations. Present the IC position on discrepancies/anomalies with building design documents.

Lead policy review teams for CSE and coordinate the development of new/revised standards for the Overseas Security Policy Board (OSPB) sections dealing with overseas construction.

Identify and evaluate risks and vulnerabilities to diplomatic facility construction projects and advise management and the IC of their impact.

Initiate, lead, plan, implement, and coordinate project management activities on multiple projects.

Lead CSE teams during New Embassy Compound conceptual development meetings; assist with the review of plans and specifications at each submission level; and meet with Department of State Overseas Buildings Operations (OBO), Diplomatic Security (DS), and IC reviewers to resolve issues.

Work within a politically charged environment with senior security representatives of IC agencies, gathering information, shaping debate, and influencing decisions to develop risk mitigation strategies for variances, waivers, and exceptions of the OSPB standards at diplomatic facilities.



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Review Construction Security Plans for compliance with OSPB standards for diplomatic facility construction projects.

Develop and mentor junior officers.

Serve as an IC representative who reports, identifies and facilitates resolutions to various construction security issues.

Serve as a Department of State team member supporting the timelines and security standards.

Work may require long hours and possibly weekend support on occasion.

Partner with IC CI components to ensure there is follow-up on various threats

Mandatory Requirements:

Expert knowledge of IC and DoS overseas building operations and diplomatic security systems, standards, and requirements, including technical, physical, procedural, transit security elements and technical security countermeasures.

Expert knowledge of overseas construction security standards (OSPB, DCI Directives (DCIDs), and IC Directives, (ICDs)).

Expert knowledge of physical security in the overseas diplomatic environment.

Previous experience serving in an overseas position in a US Diplomatic Facility.

Strong technical and information security acumen in either domestic or overseas diplomatic environments, using applicable standards (OSPB, DCIDs, and ICDs).

Ability to lead mixed teams of government and contract personnel.

Excellent communication skills, both written and oral, and demonstrated ability to produce clear, logical, and concise products.

Outstanding interpersonal skills and ability to work effectively, independently, and in a team or collaborative environment.

Strong analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop recommendations.

Desired:

Vietnamese Level 1 proficiency not required but highly desired.

Ability to work as a team player and a facilitator who will initiate collaborative meetings when needed.

Key Requirements and How to Apply

Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI](#) website.

For current employees who do not currently have access to internal systems, applications should be sent to either DNI_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).



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All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI_TM_TEAMB-Mailbox@cia.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.



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Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 301-243-1318; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**